

# New Vendor Registration Process

## Vendor's Quick Guide

### Introduction:

The eVA site provides maximum access to electronic commerce opportunities for businesses in the Commonwealth of Virginia. In order to conduct business with the Commonwealth, vendors must register their business with eVA in order to gain access to receive solicitations and submit bids.

This Quick Guide has been developed to assist vendors with the registration process in eVA.

### Learning Objectives:

Learn:

- ✓ What you will need in order to register as a vendor
- ✓ How to register to include:
  - Creating locations
  - Inputting User Information
  - W-9 Information
  - Adding ordering, billing and solicitation addresses
  - Setting up service areas
  - Entry of commodity codes for your business
- ✓ How to access online help documentation
- ✓ How to set up your ARIBA account
- ✓ How to maximize business opportunities through eVA

| Browser Requirements      | Operating Systems Supported | Encryption and Cookies  |
|---------------------------|-----------------------------|---|
| <b>WINDOWS</b>            | <b>WINDOWS</b>              | <ul style="list-style-type: none"><li>▪ 128-bit encryption is used throughout the eVA website.</li><li>▪ eVA users are required to enable cookies in order for the site to properly work.</li></ul> |
| ▪ Internet Explorer 6.0   | ▪ Windows XP                |   |
| ▪ Internet Explorer 5.5   | ▪ Windows 2000              |   |
| ▪ Mozilla FireFox 1.5     |                             |   |
| <b>MACINTOSH</b>          | <b>MACINTOSH</b>            |   |
| ▪ Mozilla FireFox 1.5.0.2 | ▪ OS X 10.2 or greater      |   |



## Things you will need in order to register on eVA

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1. Descriptors for your business and location names that buyers will recognize:
  - a. The Headquarter Legal Name of your company is what buyers search on.
  - b. The location name is the sub search that they do to distinguish between different ordering locations.
2. U. S. Tax ID:
  - a. This is the 9 digit Taxpayer Identification Number (TIN) or Social Security number used by the organization.

### Important Note:

If you are a **foreign vendor** and do not have a U.S. Tax ID, please use the following format to create a unique 9 digit number is entered into the Tax ID field.

- Start your number with three (3) zeros, followed by the last six (6) digits of your business telephone number, (i.e. 000123456).

There is an edit in the eVA system that prevents the use of a duplicate Tax ID number. This methodology for creating a Tax ID number will ensure that numbers are not duplicated. The number entered into the Tax ID field will be needed when performing maintenance to your vendor account.

3. DUNS Number:
  - a. You will need a different DUNS number for each ordering location
  - b. These numbers are issued for free by Dun & Bradstreet
4. Address that orders should be sent to:
  - a. street address;
  - b. e-mail;
  - c. telephone and fax numbers
5. Address where solicitation invitations should be sent
6. Address where invoices or bills should be sent
7. Primary contact person for each address
  - a. contact name
  - b. street address;
  - c. e-mail;
  - d. telephone and fax numbers
8. Other staff that you want to setup with logins
9. Registration Administrator
  - a. Identify the person who will update and maintain your eVA account
10. Commodity Codes that describe the products you sell
11. Service Areas
  - a. areas of the state where you would be willing to sell
12. Charge card(s) information.
  - a. It is to your advantage to accept charge cards, in particular MasterCard. MasterCard is the standard state purchasing card.
  - b. Localities may use other types of charge cards.
  - c. If you do not know the credit card level when prompted, please select 1.
  - d. If you accept MasterCard, please send an e-mail with your Tax ID and other company info to [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov) and we will update the vendors list for you.

## Step 1

### How to start a New Vendor Registration

1. Go to the eVA Home Page at: [www.eva.virginia.gov](http://www.eva.virginia.gov)
2. Select **Sign-Up** from the left-hand menu and then select **Register your company as a Vendor**.



3. The select **eVA Online Registration**.



4. Click the **Register** button on the right side of the page under Guests.
5. Review the **Registration Requirements** and assemble the necessary information.
6. Click the Continue button.
  - a. Type your company's legal name in the company name field and click search. If you were not previously registered, your company name will not appear and you should now click New Registration.
  - b. Next, you will be presented with the **Memorandum of Agreement** page. Read and Accept the Memorandum of Agreement.
  - c. If you found your company Headquarters, but not your specific location, do a search on the **Headquarter Company** name and then click on **Add a New Location**.
    - i. Note: Each ordering location requires a unique DUNS number.

Complete the steps on the following pages being sure to populate the required fields which are denoted by a red asterisk (\*). As you complete each step and move to the next step, the eVA system will check for errors. If errors are found, a highlighted error notification message will be displayed at the top of the page. Click the **Here** link in the notification to see the errors. All errors must be corrected as indicated before continuing to the next step in order to submit your registration.

## Step 2

### Create a Location

The Create Location section allows you to enter general information about your organization. If you are the first Location registering for your Company, your Location will become the Headquarter Account.

1. General Information - This section allows you to enter information that will be used to define your organization and create your Headquarter Legal Name (which buyers will use to search on) and each Location Name (the sub search separating different ordering locations).
  - a. **Note:** At this time Location Legal Name is not used by the system. Be sure that your Headquarter Legal Name and Location Names are what you use to market your goods and services to buyers.
  - b. The DUNS Number is the Dun and Bradstreet number assigned to the Location and is used to uniquely identify an address during ordering. You can obtain a free DUNS number by going to [www.dnb.com](http://www.dnb.com). This process can take up to 4 weeks.
    - i. If you need an expedited number, you may obtain one immediately on the phone with Dun & Bradstreet, but there is a charge of approximately \$100.00. The phone number is 1-888-814-1435. The hours are 8 am-5 pm.
2. Registration Level - The registration fee is \$25.00 for basic and premium registration levels. We recommend that you select the Premium registration versus the basic registration level. The Premium registration level entitles the supplier to receive electronic solicitation notifications via email or fax.
  - a. The only difference between basic and premium is that basic suppliers are not entitled to notifications of solicitations.
  - b. Basic vendors will not be able to search for quick quotes, but they are able to search Awards and Solicitations from the eVA Home Page.
3. Buyers insert commodity codes and service areas in Quick Quotes and other solicitations and when submitted the system matches suppliers registered with those commodity codes and service area and sends the notification. For the best results, the supplier is encouraged to have as many commodity codes possible in their account with a Service Area of Statewide.
4. Registration and transaction fees:
  - a. Registration fees are charged yearly and renewed automatically.
  - b. Vendors are also charged a 1% capped transaction fee based on the purchase order.
  - c. To see what transaction fees you will be charged please go to the eVA Home Page, click on the Billing and Payment Portal.
    - i. Fees are affected by Business Type Certifications.
      1. To become Small, Woman, or Minority Certified, please go to the Department of Minority Business Enterprise website at [www.dmbv.virginia.gov](http://www.dmbv.virginia.gov) and apply if you are qualified. Once you are certified, the Department of Minority Business Enterprise will notify eVA Customer Care and your account will be updated for buyers to see in the e-Mail.

## Step 3

### User Information

The User Information section allows you to enter information about the person with overall responsibility for your company's registration, the Registration Administrator.

1. Please note: User ID's and passwords are case sensitive.
  - a. User ID can be a maximum of 12 characters. Remember! Make a note of the User ID and its associated password. You will need these to log into your account.
  - b. **Do not use special characters or spaces in either the User ID or the Password.**
  - c. If you would like to receive solicitation notices with this login, please check this box.

- d. To add other users that can login and/or receive solicitation notices, please do so after completion of the registration process.
  - i. This can be done by logging in and performing account maintenance.

#### **Step 4**

#### **W-9 Information**

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This step allows you to enter information specific to your company.

#### **Step 5**

#### **Registration of Administrator Address**

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The Registration Administrator is the person with overall responsibility for your company's registration and account maintenance.

1. A Registration Administrator Address is required for vendor registration.
  - a. For foreign vendors (excluding Canada), when creating this and the remaining addresses, select the applicable country code and ignore the state/province field.
  - b. Canadian companies will insert the Province in the State/Province field.
  - c. United States companies will select the appropriate state and the country will be automatically inserted.

#### **Step 6**

#### **Ordering Address**

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Enter the address where eVA should send your orders.

1. If you choose your preferred order method to be non-electronic:
  - a. Identify where to send orders
  - b. This can also be used as a secondary method of communications if you are experiencing electronic ordering problems.
  - c. If you choose your preferred order method to be electronic you will select that in the e-Mall section of the registration and you will create an ARIBA account, where you will manage your orders.
    - i. You may select a previously entered address by using the drop down menu of the Use the following address as my Ordering Address option or add a new address. An Ordering Address is required for vendor registration.

#### **Step 7**

#### **Solicitation Address**

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You may select a previously entered address by using the drop down menu of the Use the following address as my Solicitation Address option or add a new address.

1. A Solicitation Address is required for vendor registration and the email or fax here is where solicitations, including quick quotes are sent.

#### **Step 8**

#### **Billing Address**

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Please enter the address where we should send your bills.

1. You may select a previously entered address by using the drop down menu of the Use the following address as my Billing Address option or add a new address.
2. A Billing Address is required for vendor registration.

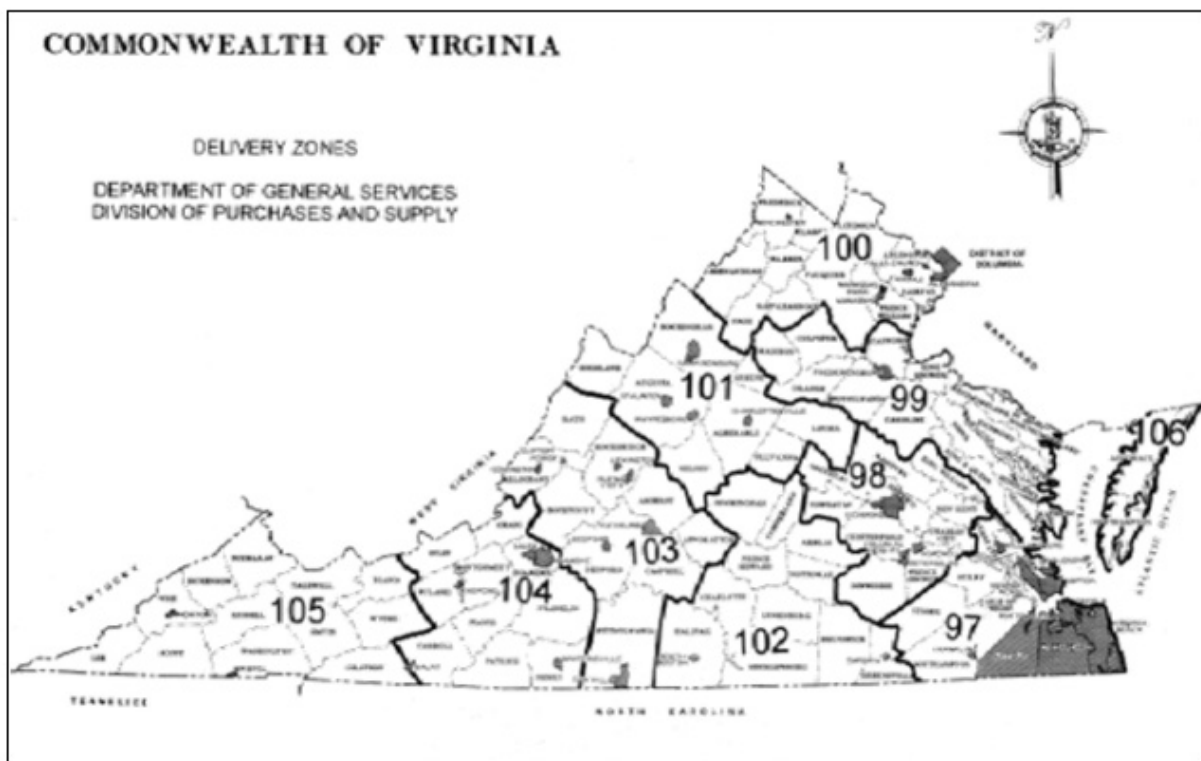
3. Presently, invoices are mailed to your physical address.
  - a. Currently, the accepted method of payment is by check or money order.
    - i. The bill for a new registration will be sent to you during the next month's billing cycle.
    - ii. Transaction fee invoices will be sent to you during the next month's billing cycle after the Purchase Order is placed.

### Step 9

### Service Area

Please select the area(s) where your organization can provide its goods/services.

1. Click the Add Area(s) button to view the Service Area Zones and make your selection.
2. If no selection is made, the Service Area will default to Statewide.
  - a. Statewide is the recommended Service Area to maximize the number of solicitations sent to you if you are a premium registered supplier.





## Step 10 Commodity Codes(NIGP Codes)

Select the Commodities that best describe the goods and/or services your organization provides using NIGP Codes (National Institute of Governmental Purchasing Codes).

1. Click the Add Commodities button to view the commodities available for your selection.
2. **Note:** To be available for Quick Quotes and other Solicitations if you are a premium supplier, you **MUST** select commodities! The best way to plan your commodities is to go to the eVA Home page, Click on Vendors, Click on eVA Business Opportunities, Download the Commodity Code book.

## Step 11 Verify & Submit Registration

You can review the information you have entered thus far by clicking on any of the Links in the navigation panel on the left-hand side.

1. Click the Submit Registration button to complete your registration.
2. After successfully submitting your registration the Thank You page will be displayed with the User Name. This should match the User ID you entered in Step 3.
3. **Exception:** If the User ID entered in Step 3 already exists, the system will add a number (s) to the User ID.
4. Remember! Make a note of the new User ID. You will need this to log into your account.

## Step 12 Electronic Order Selection

If you selected Electronic as your preferred Order Method, you must create an ARIBA account. The eVA Account works with ARIBA to route orders electronically and to host catalogs. The Ariba Supplier Network is the CGI-AMS business partner that processes eVA electronic orders (email or fax, CXML, or EDI).

1. Click the ARIBA link in the navigation panel at the top of the Thank You page to create an ARIBA Account.
2. The ARIBA account configuration allows you to route new, change, or cancelled orders to your email or fax.
  - a. Note, if you select email or fax for your orders and the order is a credit card order, you must login to your ARIBA account and click on the Inbox to retrieve the credit card number. The Inbox is also used to see recent orders online and create status for the orders such as acknowledgement, backorder, reject.

After you have completed your ARIBA registration, it will take approximately 48 hours for your account to become active and to be available in the e-Mall for shopping and the Vendors List. The vendors list is on the right hand side of the eVA Home Page by eVA Tools, Vendors, and this is where many buyers go to do their planning before shopping. You will see your Headquarter Legal Name and Locations Name. Buyers look here to see if you accept charge cards, MasterCard in particular. Additionally, many buyer also look for the Business Type (SWAM) certification before ordering.

## Step 13 Maximizing Business Opportunities

Now that you are registered, please take time to go to the eVA Home Page and click on Vendors. There is a section on eVA Business Opportunities.

- Here you will find important contact information where you can market your business to.
- There are vendors' reports that show who has bought what, for how much and from who.
- Find out if you can compete and who might be buying your goods and/or services in the future. There is even a section on Future Business Opportunities.
- Purchasing Director contact information is also available on this page.
- Find out what strategies might work for you and what buyers are looking for in a vendor.
- The vendors' page also provides a link to the vendors' manual, which explains procurement policies.

#### Step 14

#### Finding Assistance

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For help with your registration, account maintenance or other questions, please call eVA Customer Care at 1-866-289-7367 or [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov).